

# Registration Steps for Continuing and Returning Students

## STEP 1

**Determine if your CLC student record is 'active' at this time.**

**If you were enrolled in the last two years, your record is active and no Student information Form is needed.**

You are automatically eligible to register. To enroll in classes, you need your CLC ID number to create a custom user name and password which allows access to myStudent Center, the college's registration system.

**If you were not enrolled at CLC in the last two years your record is inactive, and you need to reapply.**

Please complete a Student Information Form and your record will be updated. If you are planning to complete a degree, you must follow the requirements found in the current catalog, not the catalog from the year of your first admission.

## STEP 2

**Meet with an Academic Advisor, Counselor or Faculty Advisor in your program of study.**

If you have **30 college credit hours or more** and have decided on a career program or plan to earn an Associate in Applied Science degree or certificate, make arrangement to see a faculty advisor by calling the appropriate academic division office (look in the college catalog or on the college's website for your program to find the academic division). If you have **30 college credit hours or more** and are planning to transfer, make arrangements to see a Counselor in the Counseling, Advising and Transfer Center. If you have **less than 30 college credit hours**, make arrangements to see an Academic Advisor or Counselor in the Counseling, Advising and Transfer Center. If you are uncertain about who to see, contact the Counseling, Advising and Transfer Center. Phone and room numbers are listed below.

## STEP 3

**Select classes, check prerequisites, and register**

Select classes and register through the CLC Web Self-Service at [www.clcillinois.edu/selfserv.htm](http://www.clcillinois.edu/selfserv.htm) or in person at the Grayslake Campus, Lakeshore Campus, or Southlake Campus.

Prerequisites are listed in the course description. See page 119 for information on how to satisfy language proficiency and basic algebra readiness prerequisites.

## STEP 4

**Pay tuition and fees by the due date**

To avoid being dropped from classes for non-payment, you must pay in full or enroll in the college's new installment tuition payment plan by your due date.

Prior to their tuition due date, financial aid applicants must have completed the FAFSA application and demonstrated eligibility in order to be awarded financial aid. If the amount of the financial aid award does not cover the balance due, you must either pay the difference in full, or enroll in the college's installment tuition payment plan by your due date. For information about tuition payment, call (847) 543-2085. For more information about financial aid, call (847) 543-2062.

### Admission Information for Non U.S. Citizen or Non Permanent Resident

If you are not a U.S. citizen or permanent resident and wish to attend the College of Lake County, please call the International Student Specialist, at (847-543-2733) for information.

## WHERE TO GET ANSWERS FOR YOUR QUESTIONS

Questions regarding any specific aspect of CLC programs should be referred to the office most directly responsible. All written correspondence should be sent to the college at 19351 W. Washington St., Grayslake, Illinois, 60030-1198. Telephone inquiries should go to the number listed with each office. **The college's main number is (847) 543-2000.**

### Questions on: ..... Call or Stop by:

Accommodations for Students with Disabilities .....	(847) 543-2055 / TTY: (847) 223-0134 ~ Room L112
Admissions & Records .....	(847) 543-2061 / TTY: (847) 223-0134 ~ Room B101a
Adult Education .....	(847) 543-2021 ~ Building 4 - Room 418
Bookstore .....	(847) 543-2086 ~ Room B010
Center for Personal Enrichment .....	(847) 543-2022 ~ Building 4 - Room 403
Career and Placement/Cooperative Education .....	(847) 543-2059 ~ Job Center of Lake County - Room E101
Counseling, Advising and Transfer Center .....	(847) 543-2060 / TTY: (847) 223-0134 ~ Room C110
Financial Aid .....	(847) 543-2062 / TTY: (847) 223-0134 ~ Room B114
International Students .....	(847) 543-2733 ~ Room B105
Learning Assistance Center .....	(847) 543-2072 ~ Library
Learning Resource Center/Murphy Library .....	(847) 543-2070 ~ Library
Literacy .....	(847) 543-2024 ~ Room B119
Registration .....	(847) 543-2061/ TTY: (847) 223-0134 ~ Room B101
Student Activities .....	(847) 543-2287 ~ Room C101
Testing Center .....	(847) 543-2076 ~ Library
Tuition Payment .....	(847) 543-2230 ~ Room A101
Veteran's Information .....	(847) 543-2063 ~ Room B114
Workforce & Professional Development Institute .....	(847) 543-2027 ~ Room T302

### Division Offices

Biological & Health Sciences .....	(847) 543-2042 ~ Room C140
Business .....	(847) 543-2041 ~ Room T102
Communication Arts, Humanities & Fine Arts .....	(847) 543-2040 ~ Room B237
Engineering, Mathematics & Physical Science .....	(847) 543-2044 ~ Room T102
Nursing Education .....	(847) 543-2043 ~ Room D208
Social Science .....	(847) 543-2047 ~ Room A244

### Other Locations

Great Lakes Center .....	(847) 543-2972 ~ Building 617, Room 209, Great Lakes, IL 60088
Lakeshore Campus .....	(847) 623-8686 / TTY: (847) 223-0134 111 North Genesee Street, Waukegan, IL 60085
Southlake Campus .....	(847) 543-6501 / TTY: (847) 223-0134 1120 South Milwaukee Avenue, Vernon Hills, IL 60061